



Washington State Department of Health  
Construction Review Services  
PO Box 47852  
Olympia WA 98504-7852  
[www.doh.wa.gov/hsqa/fsl/crs.htm](http://www.doh.wa.gov/hsqa/fsl/crs.htm)

## **HOSPITAL DOCUMENT SUBMISSION CHECKLIST**

The following is a list of items that need to be submitted. This is not the complete list, but only a reminder of general categories along with some items that are frequently omitted or submitted incomplete. Please submit with all required information needed to fully define the proposed project and how it conforms to the governing regulations.

- ☐ Submit a completed review application and appropriate review fee (WAC 246-314-990)
- ☐ Provide a written functional program describing the clinical, diagnostic, and/or treatment services being provided per WAC 246-320-505 (2)(a)(i).
- ☐ Provide **coordinated** drawings and information per WAC 246-320-505(2)(b) including:
- ☐ General Building Data: Construction Type; and Occupancy Group(s)
- ☐ Site Plan with sufficient details showing location of structure(s), exiting pathways, and covered access to the building(s) for emergency medical vehicles. WAC 246-320-515 & WAC 246-320-805(2)
- ☐ Architectural Drawings
  - ☐ Floor plans with rooms identified by number, room use, and extent of department
  - ☐ Floor plan identifying suites as defined by UBC, and rated exit ways;
  - ☐ Floor plans properly dimensioned;
  - ☐ Kitchen plans with kitchen equipment identified with all utility connections and a menu
  - ☐ Doors identified on the floor plans with a door schedule and a finish hardware schedule;
  - ☐ Windows/relites identified on the floor plans with size, glass type, and window sill Height.
- ☐ Electrical Drawings
  - ☐ Floor plans with rooms identified by number;
  - ☐ Electrical light fixtures, light switches, and exit sign locations;
  - ☐ Electrical outlet types and locations (GFCI, Tamper Resistant, etc.);
  - ☐ Communication systems per Table 525-1

Checklist (Cont.)

Page 2 of 2

- ☐ HVAC / Mechanical Drawings
  - ☐ Floor plans with rooms identified by number.
  - ☐ Floor plans showing heating system type with supply registers, return air grille locations, and air volume at each outlet, filtration, outdoor air intake spacing from exhaust outlets WAC 246-320-525(3).
  - ☐ Floor plans with exhaust fan locations, sizes, air volume, and control noted.
  - ☐ Floor plans locating/identifying plumbing fixtures along with information on controls WAC 246-320-525(4);
  - ☐ Floor plans locating reduced pressure back flow prevents and which fixtures they regulate.
  - ☐ Floor plans showing hand wash sinks between the room entry and the patient bed.
- ☐ Interior finishes - WAC 246-320-525(6);
  - ☐ Floor plans with rooms identified by number.
  - ☐ Floor plan identifying location of different types of floor finishes
  - ☐ Information on carpeting including manufacturer's specifications and radiant panel test
  - ☐ Information on ceiling material
- ☐ Fire sprinkler system drawing(s) including the location, type, and manufacture of each sprinkler head; and **STAMPED BY SYSTEM DESIGNER**. May be submitted during construction.
- ☐ Fire Alarm system drawing(s) indicating the location, type, and manufacturer of each alarm/strobe, smoke detector, heat detector, and alarm panel. May be submitted during construction.